

- 2) Open the Page Style dialog (Figure 206), then select *Header on* or *Footer on* and the options for the header or footer. See “Setting headers and footers” above.
- 3) Click **Edit** to open the Header or Footer dialog (Figure 207). If **Same content on left and right pages** is deselected in the Page Style dialog, the Header or Footer dialog will have tabbed pages where you can set the header or footer contents for right and left pages.
- 4) To enter standard contents into the header or footer, select an option from the *Header* or *Footer* drop-down list.
- 5) To enter customized contents into the header or footer, click in one of the area boxes and type your text, or click in one of the area boxes and click one of the **Custom header** or **Custom footer** icons. These icons are explained below.
- 6) To change the appearance of the text in the header or footer, click the **Text Attributes** icon to open the Text Attributes dialog, where you can set the font, font effects and font position.
- 7) Click **OK** to save the changes to text attributes and close the Text Attributes dialog.
- 8) Click **OK** to save the changes to the contents of the header or footer and close the Header or Footer dialog.
- 9) Click **OK** to save the changes to your header or footer and close the Page Style dialog.

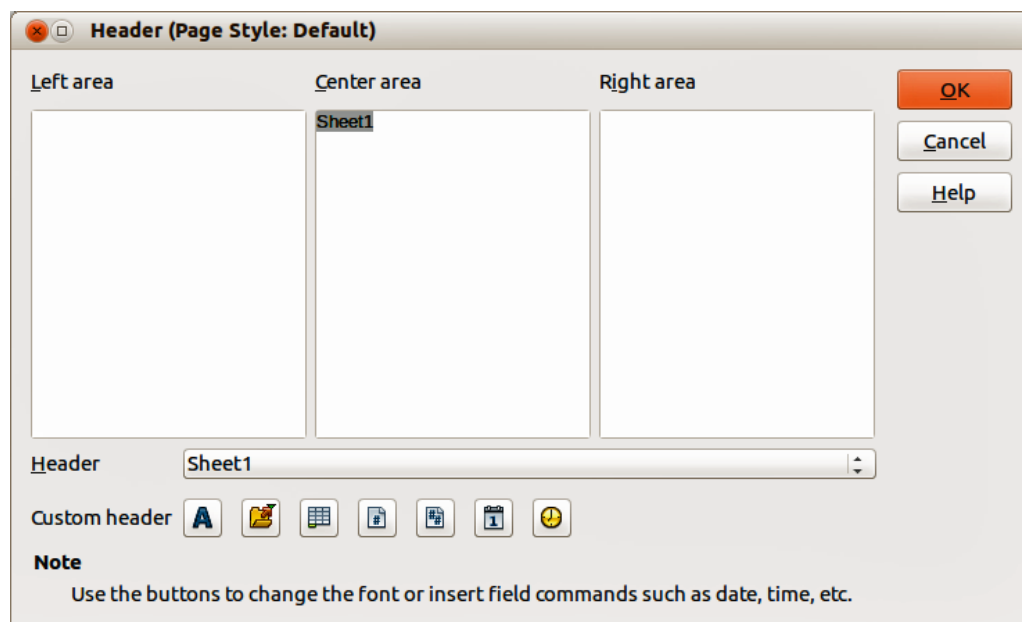


Figure 207: Header dialog

The options available for a *Custom header* or *Custom footer* are as follows:

- **Text Attributes** – opens a Text Attributes dialog where you can assign formats to new or selected text. The Text Attributes dialog contains tabs for *Font*, *Font Effects*, and *Position*.
- **Title** – inserts a file name placeholder in the selected area. Click and select either **Title**, **File Name**, or **Path/File Name** in the drop-down menu that opens. If a title has not been assigned to the spreadsheet, the file name for the spreadsheet will be inserted instead.
- **Sheet Name** – inserts a placeholder in the selected area for the sheet name of the selected sheet in the spreadsheet.
- **Page** – inserts a placeholder in the selected area for the page number. This allows continuous page numbering in a spreadsheet.
- **Pages** – inserts a placeholder in the selected area for the total number of pages in the spreadsheet.